



Budget Year 2015

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Commissioner

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County Council Review





County Council Review

- Schools with elected boards must submit their estimated tax rates and levies to the county fiscal body for review by September 2.
 - September 1 is a holiday in 2014.
- This must be done on Gateway using the County Council Review Form.
 - Utilize the Department's County Council Review Form user guide for more specific instructions.



Newspaper Advertisement





Newspaper Advertisement

- Budget Year 2015 is the last year units will have to advertise their budgets and levies in the newspaper.
- The budget advertisements must appear in the newspaper by September 13 (first advertisement) and September 20 (second advertisement).
 - The unit should make sure the newspaper advertises what was sent.



Newspaper Advertisement

- The first advertisement must be in the newspaper at least ten days before the public hearing.
- Remember to account for publication lead-time for your local newspaper.
- If the first advertisement runs on September 13, day one is September 14, and the first day the public hearing could be held is September 23.



Newspaper Advertisement

- The second advertisement must appear at least seven days after the first advertisement.
- The second advertisement must appear in the newspaper at least three days before the public hearing .
- The advertisement must have the time, date, and place that the public hearing will be held on the budgets and levies (this is included in the Form 3).



Newspaper Advertisement

- The public hearing must be held on the advertised date and must occur by October 22.
- The advertisement must include (on Form 3):
 - the estimated budget for each fund,
 - current levies for each fund,
 - proposed levies for each fund,
 - the amount of excessive levy appeals for each fund, and
 - the estimated maximum permissible levies.



Newspaper Advertisement

- In the advertisement, state the time, date, and place that the adoption meeting will be held on the budgets and levies (this is included in the Form 3).
- If the budget adoption cannot occur on the advertised date, the adoption meeting should be continued to another date or a new adoption meeting should be advertised.



Gateway Advertisement





Gateway Advertisement

- The Department will provide a format for entering the required budget, levy, and meeting information on Gateway.
- Political subdivisions must fill out the form in the manner prescribed by the Department's Form 3 User Guide.



Gateway Advertisement

- The Form 3 submitted by the political subdivision must state the time, date, and place (including address) where the political subdivision will hold the adoption meeting on the budgets, rates, and levies.
- If the budget adoption cannot occur on the advertised date, the adoption meeting should be continued to another date or a new adoption meeting should be advertised.



Gateway Advertisement

- The Form 3 must be submitted to Gateway *by* September 13.
- The Form 3 must be submitted to Gateway at least ten days before the public hearing.
 - Start counting days on the day after the Form 3 first appears on Gateway.
 - If the Form 3 is submitted to Gateway on September 1, it will post to the public site for taxpayer viewing instantaneously. Therefore, day one is September 2, and the first day the public hearing could be held is September 11.



Gateway Advertisement

- If the adoption meeting is changed, the form on Gateway should be updated with the new adoption date as soon as possible.
- This must be done at least 48 hours prior to the meeting. Additionally, a notice of the meeting must be posted at least 48 hours prior to the meeting.



Gateway Advertisement

- If a school timely submits its Form 3 to Gateway but discovers it contains a typographical error, the school may request permission from the Department to submit amended information to Gateway.
- This request will be inferred by a unit submitting a modified Form 3 to Gateway.



Gateway Advertisement

- Such a request must occur not later than seven (7) days before the public hearing on the budgets and levies.
- Acknowledgment of the correction of an error shall be posted on Gateway of the county in which the political subdivision and appropriate fiscal body are located.



Gateway Advertisement

- The Department will create a form that does this automatically when a unit submits a modified Form 3. The notification will go to the county auditor on behalf of the county fiscal body.
- Keep in mind that the budget and levy submitted to Gateway for each fund creates a maximum amount of budget or levy for that fund.



Adoption Meeting





Adoption Meeting

- The budgets and levies must be adopted by November 1 (this is done using the Form 4).
 - Make sure that the form is signed, dated, marked “yes” or “no” for each board member, and attested where applicable.
- Keep in mind that the budget, levy, and rates **adopted** for each fund creates a maximum amount of budget, levy, or rate for that fund.



Adoption Meeting

- Remember that there must be at least ten days between the public hearing and the adoption meeting.
- If an objection petition is filed, the fiscal body must adopt findings on the objections at the adoption meeting.



Capital Projects Fund Notices





Capital Projects Fund Notices

- School corporations must publish a Notice to Taxpayers in advance of the public hearing.
 - Notice must be given 2 times, at least 7 days apart with the second notice at least 3 days prior to the public hearing.
- After adoption of a CPF Plan, school corporations must publish a Notice of Adoption.
 - Notice should be published within 10 days of the adoption.



Capital Projects Fund Notices

- CPF Notice Templates in Excel are provided by the Department.
- We will be updating the notice templates to incorporate some of the feedback received last year.
 - Will be released by the end of May.
- School corporations should ensure they are using the 2015 template.



Capital Projects Fund Notices

- The information contained in the notices form ceilings on the amount that can be approved for each expenditure category and for the property tax levy.
 - Notice to Taxpayers
 - Notice of Adoption
 - Capital Projects Plan
 - Form 3
 - Form 4



Capital Projects Fund Notices

- Make sure the expenditures listed in the notices are correct.
- Make sure the property tax levy listed on the notices is correct.
 - Common Errors:
 - \$0 property tax levy
 - Erroneous value



Bus Replacement Fund Notice





Bus Replacement Fund Notice

- School corporations must publish a Notice to Taxpayers in advance of the public hearing.
 - Notice must be given 2 times, at least 7 days apart with the second notice at least 3 days prior to the public hearing.
- No Notice of Adoption is required.



Bus Replacement Fund Notice

- Bus Replacement Notice Template in Excel is provided by the Department.
- We will be updating the notice template to incorporate some of the feedback received last year.
 - Will be released by the end of May.
- School corporations should ensure they are using the 2015 template.



Bus Replacement Fund Notice

- The information contained in the notice forms ceilings on the amount that can be approved for expenditures and for the property tax levy.
 - Notice to Taxpayers
 - Bus Replacement Plan
 - Form 3
 - Form 4



Bus Replacement Fund Notice

- Make sure the expenditures listed in the notice are correct.
- Make sure the property tax levy listed on the notices is correct.
 - Common Errors:
 - \$0 property tax levy
 - Erroneous value



HEA 1062



HEA 1062

- Many school corporations completed the process to request a waiver from protected taxes under HEA 1062-2014.
- If you have not already received a response from the Department, you will receive a response prior to June 1.



HEA 1062

- For those approved for the waiver, you will need to redistribute your tax distribution after you receive it from the county auditor.
 - Tax distributions to funds will be based on debt service funds being protected.
 - A new process is being developed that will provide you with information on how to redistribute the dollars among funds to remove the effect of protected taxes.



Reallocation of Taxes

- For schools that do not receive a waiver under HEA 1062, you have the option to reallocate circuit breaker losses among your unprotected funds under IC 6-1.1-20.6-9.8.
- This reallocation will occur after you receive your tax distributions from the county auditor.
 - Tax distributions to unprotected funds will be proportional.



Reallocation of Taxes

- A new process is being developed that will allow taxing units to determine how they would like to allocate circuit breaker losses among the unprotected funds.



Contact the Department

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